

FACULTY OF EDUCATION

GRADUATE STUDENT GRADE APPEALS POLICY AND PROCEDURES

INTRODUCTION

Decisions regarding students' grades in individual courses may become the subject of an informal or formal appeal. This document sets out the informal procedures to be followed by students before initiating a formal appeal. The Faculty of Education encourages students to seek early support and guidance from the appropriate department/school/unit graduate coordinator or equivalent, appropriate department program advisors, as well as the Student OmbudService. If the matter is not resolved through informal measures, this document also outlines the formal regulations by which academic decisions may be appealed.

DEFINITIONS

Appeal is a request to review a decision affecting students' course grade.

Student refers to the graduate student appealing a decision of the department/school/unit in the Faculty of Education.

Associate Dean (Research and Graduate Studies) refers to the Associate Dean, Research and Graduate Studies, Faculty of Education.

Associate Dean (FGSR) refers to the Associate Dean, Faculty of Graduate Studies and Research.

Dean refers to the Dean of Education.

Faculty refers to the Faculty of Education.

FGSR is the Faculty of Research and Graduate Studies.

FPRC is the Faculty Practice Review Committee.

Grade Appeal is an appeal in which students claim they received a grade other than that which they earned.

Petition is a request to waive, on an individual basis where grounds are warranted, a Faculty of Education regulation that involves discretionary power and where exceptions are permitted.

1. TERMS OF REFERENCE AND EXCLUSIONS

Education Faculty Council has delegated authority to hear petitions.

1.1 The Faculty is authorized to hear appeals related to grades. This includes:

- a) grades awarded in individual faculty courses. The Associate Dean (Research and Graduate Studies) has the final authority to hear and determine grade appeals.

1.2 The Faculty shall have no jurisdiction to hear an appeal until the student has exhausted all informal procedures available within the respective department/school/unit and faculty.

1.3 The faculty shall hear an appeal from the same student against the same decision only once.

1.4 The decision of the Associate Dean (Research and Graduate Studies) in matters of grade appeals is final. No further appeal will be considered. (UofA Calendar Section 23.8.4)

1.5 If the matter concerns academic standing, students will need to contact the FGSR.

2. GROUNDS FOR INFORMAL AND FORMAL FACULTY APPEALS

The grounds for an appeal include:

- a) procedural errors on the part of a department/school/unit of the faculty;
- b) failure on the part of a department/school/unit or faculty official to make a decision in a fair and equitable manner in light of the procedures, standards and circumstances applicable in the case of a student;
- c) failure of the faculty to consider all factors relevant to the decision being appealed.

3. GRADE APPEAL INITIATION and DEADLINES

Advice on the preparation and submission of grade appeals is available directly from the faculty's departments/school/unit and from the Student OmbudService.

Appeal procedures pertain only to graduate courses taught in the Faculty of Education. Students appealing grades received in courses taught outside the Faculty of Education must follow the appeal guidelines of the faculty in which the courses are taught.

There are deadlines for the initiation of appeals. Please refer to the grade appeal procedures and deadlines for the department/school/unit in which the course was taken. Appeals submitted after the appeal deadline will not be considered.

For matters concerning reappraisals of final papers or examinations and reexaminations, students should refer to their department/school/unit's website or graduate handbook. Marks or grades assigned as a result of reappraisals of final examinations or reexaminations are final; there will be no opportunity to appeal these decisions.

4. INFORMAL and FORMAL APPEALS PROCEDURES

- 4.1 Grade appeals on faculty courses should first be directed to the instructor concerned or to the course coordinator if the instructor is unavailable.
- 4.2 If, after students have made a reasonable effort to resolve the matter with the instructor, the matter cannot be resolved or if it involves a program in a department, students shall then discuss their concerns with the graduate coordinator or equivalent of the department/school/unit in which the course is offered and follow those internal procedures and timelines.
- 4.3 If the matter is not resolved at the department/school/unit level, students may appeal to the Associate Dean (Research and Graduate Studies). Grade appeals, with supporting documentation, must be submitted to the Associate Dean or delegate (845 Education South, UofA, Edmonton, AB T6G 2G5) by:

March 1 st	for fall term courses
June 30 th	for full-year and winter term courses
September 30 th	for intersession term courses.

Approved Graduate Academic Affairs Council March 29, 2010